



Small Community. Big Possibilities

TITLE:	Museum Specialist (Library/Museum)	APPROVED:	7/2011
	FLSA Status: Non-Exempt	REVISED:	1/2016

Summary: This is specialized work in the administration of museum activities, programs and collections. Work involves accessioning and maintaining permanent records on museum collections; collecting, classifying and caring for the collections; planning, constructing and interpreting exhibits and displays; conducting research for programs and collections; and to provide administrative support to the Library Director and Assistant Library Director.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for planning, developing and implementing an assigned program within the Village library/museum including the creation of various events and development of various educational programs.
- Establish schedules and methods for assigned library/museum events, programs and services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
- Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- Maintain records and develop analytical and statistical reports concerning new and ongoing programs and program effectiveness.
- Develop and supervise a wide variety of educational library/museum programs including docent programs, field trips, school outreach and public programs.
- Coordinate and schedule public programs including lectures, symposia, workshops, gallery demonstrations, special events, films, videos and live performances.
- Implement youth and school programs; conduct teacher and public workshops; coordinate mission driven exhibits.
- Organize and oversee the maintenance of the library/museum's audio-visual library including the operation of video equipment and the creation of a video reference library.
- Promote and coordinate library/museum services, programs and activities within the assigned area; prepare educational content for program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
- Provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Supplemental Functions:

- Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned program area.
- Perform related duties and responsibilities as required.

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Knowledge and Skills:

- Operations, services and activities of a library and/or museum program
- Principles of supervision, training and performance evaluation
- Principles of museum exhibit planning
- Principles and practices of museum programs
- Principles of educational museum program development and implementation
- Methods and techniques of experiential learning
- Methods and techniques of historical research
- Modern office procedures, methods and equipment including computers
- Operational characteristics of equipment and tools relative to assigned area
- Pertinent Federal, State and local laws, codes and regulations

Minimum Qualifications:

Two (2) years of professional experience in library/museum collection or library/museum education and direct supervisory experience in a management and/or administrative capacity.

Required Licenses/Certifications:

State of New Mexico Grade II Library Certification; a valid New Mexico Driver's License, or, must sufficiently demonstrate the ability to obtain a State of New Mexico Grade II Library Certification within six (6) months of date of initial hire or transfer.

Valid New Mexico Driver's License.